

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

OCIO Financial Mgmt Br-Acctng
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	<u>WEATHERFORD, MARK</u>
Expense Dates	<u>11/02/09-11/25/09</u>
Total Expense Amount	<u>34.43</u>
Amount Due Employee	<u>34.43</u>
Form ID	<u>TEA000555643</u>

I have reviewed the following documents.

Approved
by:

TERESA M TAKAI

Travel & Expense Account Summary

Employee Name MARK WEATHERFORD
Expense Dates 11/02/09-11/25/09
Report Name 401/Nov09/Mileage

Request Total \$ 34.43
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 34.43

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Nov Mileage	34.43

NOTE: (d)=Direct Charge

DATE	Mon Nov 2	Thu Nov 5	Wed Nov 18	Wed Nov 25						TOTAL
Mileage, Personal Auto	11.88	3.96	12.10	6.49						34.43
TOTALS \$	11.88	3.96	12.10	6.49						34.43

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Nov Mileage	11/02/09	Mileage, Personal Auto	11.88	Cash
Non-Travel Expenses	Nov Mileage	11/05/09	Mileage, Personal Auto	3.96	Cash
Non-Travel Expenses	Nov Mileage	11/18/09	Mileage, Personal Auto	12.10	Cash
Non-Travel Expenses	Nov Mileage	11/25/09	Mileage, Personal Auto	6.49	Cash